

CONFIDENTIAL

7 AUG 1958

MEMORANDUM FOR: Inspector General

THROUGH : Deputy Director (Support)

SUBJECT : Refund of Retirement due [REDACTED] 25X1A9a

REFERENCE : Memo for Compt from ID dtd 25 June 58, subj:
Delay in Refund of Retirement due [REDACTED] 25X1A9a

25X1A9a

1. A review of the pertinent records and circumstances relative to the delay in processing subject's request for retirement refund to the Civil Service Commission has been made and the following information is furnished as per your request.

a. Subject terminated from the Agency on 27 December 1957, with the termination action payrolled during the pay period ending 25 January 1958. The procedure for posting retirement accounts is from an IBM listing of the payroll activity for each pay period. This listing is received approximately 10 days after the pay period, therefore subject's retirement account could not have been posted until approximately 5 February 1958.

b. Immediately following the 25 January 1958 pay period and the posting of individual retirement accounts, the annual report to the Civil Service Commission of retirement contributions for the prior year was begun since this report is due in the Civil Service Commission by 31 March of each year.

c. The subject's request for refund of retirement contributions was set aside pending the payrolling action indicated in a. above, and during the period of preparation of the Retirement Report referred to in b. above. The Request for Refund could and should have been processed to the Civil Service Commission shortly after 5 February 1958 following the posting of Retirement Credits to subject's Retirement Account.

d. As indicated in paragraph c, the refund was incorrectly delayed in processing pending completion of the report to Civil Service, but in addition through oversight it was not processed until the delay was called to the attention of the Payroll Unit by Mr. [REDACTED]. He was advised that his request had not been processed but immediate steps would be taken to do so. The request was afforded priority processing through the Agency and the Commission and subject received his check on 29 May 1958.

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CONFIDENTIAL

- 2 -

2. Internal procedures relative to the control of and the mechanics for processing requests for retirement refunds have been reviewed and revised where required, in order that there will be no delays in processing such documentation in the future. In part, this procedure provides for the Chief Retirement Clerk to be furnished a listing of all terminations for the various Confidential Funds pay-rolls which will be used to determine, on a weekly follow-up basis, that requests for retirement refund have been processed.

3. It is regretted that subject's request for refund was delayed and subject was inconvenienced.

25X1A

E. R. SAUNDERS
Comptroller

25X1A9a C/FD: [REDACTED]:kh/6 Aug 58

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